

THE TULALIP TRIBES
Tulalip Data Services
Job Description

JOB TITLE: Graphics & Marketing Communications Specialist

JOB NUMBER: QCV 007-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Tulalip Data Services offers a unique work environment with opportunities to work on a diverse portfolio of projects, excellent personal and professional development opportunities, and a comprehensive benefit package. We are a fast-growing organization – and recognized locally and nationally as an innovative place to work. We work closely with major software and hardware companies – and we received recognition from Harvard University via the “Honoring Contributions in the Governance of American Indian Nations” award. Working for Tulalip Data Services provides opportunities to make a difference and be a technology innovator!

In addition, you will have the unique experience of participating in projects with nationwide visibility and exposure; such as groundbreaking events, tribal functions and much more. You will have the responsibility of managing content, coordinating communication and project deliverables between stakeholders and collaborating with the entire Tulalip Data Services team. In addition, the project feedback you report will continue to reshape each subsequent multimedia projects and ensure that each project is held to the highest standards.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- Bachelor's of Arts degree in Graphic Design, related field of study or equivalent experience. (attach copy of degree or transcript with application).

SKILLS:

- Advanced skill in Illustrator, Photoshop, and InDesign or equivalent software.
- Working knowledge of web languages such as: HTML, Java Script, XML, CSS and ASP.NET.
- Ability to perform detailed and accurate research for graphic oriented projects.
- Knowledge of Microsoft Visual Studio components, .NET IDE and .NET framework is a plus.

EXPERIENCE:

- Five (5) years of professional graphic design for marketing experience.
- Five (5) years experience working with and configuring graphics design software such as Macromedia (Flash, DW), Adobe (CS, Illustrator, and InDesign), Microsoft Office (Outlook, Word, Excel, Power Point).

OTHER REQUIREMENTS:

- Must attach portfolio of at least 20 different items and a summary of how much time was spent on each item (on CD).
- Must have a solid grounding in information design principles and standards for the Web.
- Must possess digital photography skills to create supporting illustrations for design projects.
- Must be willing to attend progressive job related training as requested.
- Must be able to work evenings, weekends, and/or holidays as needed or requested.
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

Physical Characteristics and/or Prerequisites:

- [] Manual and finger dexterity for the operation of a personal computer and routine paperwork
- [] Stamina to sit, stand, and/or walk for prolonged periods of time
- [] Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis
- [] Mobility to bend, stoop, and/or climb stairs on an occasional basis

Tribal Department: Tulalip Data Services

Employee Classification: Non-Exempt

Job Summary: The successful candidate will be responsible for coordinating and production activities related to web page layouts, graphic design and photography services. This candidate will also develop creative briefs by gathering requirements from stakeholders. In addition, this person will work with senior management to provide reporting of key performance indicators of production.

Employee Reports To: Manager of Marketing and Information Services

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

Specific Duties Performed:

1. Plans, gathers requirements, and reports on integrated marketing communications activities to support key vertical market-, audience- and product-focused company initiatives.
2. Serves as a liaison between the business and marketing in the development of a wide range of tactics, from creative advertising, public relations and direct mail to innovative web, multimedia and experiential marketing and promotions.
3. Monitors media schedule and tracks results by campaign.
4. Provides market information and background to external agencies and coordinates tracking and timing of various tactics including PR, communications and web content, as instructed.
5. Identifies industry and product trends and marketing opportunities. Reports findings and makes recommendations.
6. Well versed in creative as well as copy.
7. Minimum of three years experience in advertising/marketing field.
8. Ability to manage multiple projects under tight deadlines and deliver error free materials.
9. Ability to successfully manage a team project while outlining goals and measuring results.
10. Detail-oriented, self-motivated with strong time management skills and ability to multi-task .
11. Performs other related duties as deemed necessary or requested.
12. Participates in TDS mentoring program.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Pay Range: \$20.70 - \$26.43

Opening Date: 4/11/07

Closing Date: Until Filled